

How to Score More Effectively on an Oral Board

Preparation for your Oral Board:

Type or print your application.

List each job separately, giving complete dates for each position held.

Describe your job in sufficient detail so the oral board panel can determine not only your tasks, but also the level of responsibility you held.

If special certificates or driver's license is required, give complete information regarding type of license or certificate and expiration date, noting any special endorsements on the driver's license.

Be familiar with all the duties, skills, abilities, and knowledge required for the position as listed on the job announcement. It is always a good idea to read and re-read the job announcement because it will give you many pertinent details.

Talk to people who are in the job class you are seeking and/or in the same department or unit.

Read as much as you can about the department and division.

Prepare yourself for the oral board by coming up with possible interview questions that might be asked based on the job announcement, and decide how you would best answer those questions.

Actual Oral Board Day:

Always dress appropriately for the oral board.

Be on time for your appointment.

When asked a question by the oral board, answer the question in sufficient detail so the oral board can effectively evaluate your knowledge of this particular subject.

Do not be afraid to indicate that you do not know the answer to a particular question. Do not bluff your way through it! This will indicate to the oral board that you do not know the subject matter, and it could have a negative impact on your score.

Where possible, use examples to demonstrate your experience.

Usually an oral board is concluded with a blanket question asking if there is anything you would like to add. Take this opportunity to “sell yourself” and cover any items that you may not have covered for questions previously asked. Realize also that most of the time, the oral board members are not city of Las Vegas employees and do not have specific details about city employment. These types of questions are best answered by either Human Resources or at the time of the hiring interview.

Be sure to thank the oral board members for their time.